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Purchasing Architect-Engineer Services

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4A Purchasing Architect-Engineer Services

This chapter addresses the purchasing methods for architect-engineer (A/E) contracts. Methods and procedures discussed include the establishment of evaluation teams, the preparation and issuance of solicitations, the receipt and handling of proposals, the evaluation of proposals, and the selection and award processes.

4.1 Policy

4.1.1 General 🕮

4.1.1-10 Types of Contracts for A/E Services

The contract types listed in 4.1.1-11 through 4.1.1-13 are used to purchase A/E services. Only Major Facilities Purchasing, Headquarters Facilities, and the Facility Service Offices may award these types of contracts.

4.1.1-11 Fixed-Price Contracts

The fixed-price contract is the preferred method used to obtain A/E services when design and preparation of contract documents involve:

- a. New postal-owned facilities.
- b. Expanding an existing postal facility.
- c. A/E services other than those contracted for through an indefinite-quantity contract. See PM 4.4.2.g and 4.4.2.g.

A fixed-price contract is normally used in purchasing A/E services because it makes the A/E fully responsible for completing the design for the stated price and minimizes the need for Postal Service monitoring of the A/E's cost. The contracting officer is responsible for negotiating contracts for A/E services.

4.1.1-12 Cost-Reimbursement Contracts

Cost-reimbursement contracts may be used in A/E purchasing. They are useful in contracts involving environmental engineering services because of the risks and uncertainties associated with that type of work. Use a cost-

reimbursement contract when the contract is likely to result in the lowest cost to the Postal Service or the services required cannot be obtained under a fixed-price contract.

When using cost-reimbursement contracts, ensure the following conditions are met:

- a. The A/E has an accounting system that allows for clear tracking of costs allocable to the contract.
- b. The A/E can demonstrate that efficient methods and cost control techniques will be used in performing the work.

4.1.1-13 Indefinite-Quantity Contracts

For guidance on the use of indefinite-quantity contracts for purchasing A/E services, see 4.4.2.g.

4.1.2 **Purchasing Framework**

4.2 The Purchasing Process

- 4.2.1 Planning 🕮 🗓
- 4.2.2 **Solicitations**

Solicitations for A/E contracts must be prepared as prescribed by *Purchasing Manual* (PM) Appendix A, Solicitations (A.2.1), using an A/E format created by the Design and Construction Contract System (DCCS). The solicitation for A/E contracts is given only to the selected firm(s) after all prescreening and screening actions have been taken as outlined in 4.2.3 and 4.2.4.

- 4.2.3 **Receipt of Proposals**
- 4.2.5 **Performance Evaluation** 4.2.5

Also see 4.4.2.f.

4.2.6 Contract Award

Also see 4.4.2.e-60.

4.2.7 **Notification**

Also see 4.4.2.e-81.

4.2.8 **Debriefing**

Also see 4.4.2.e-83.

4.3 Commercial Purchasing

4.4 **Design Purchasing**

4.4.1 General 🕮

4.4.2 Architect-Engineer Services

The purchasing procedures for A/E services are divided into two categories: (1) those that are more complex or higher-priced and (2) those that are less complex or lower-priced. Generally, price and complexity are related. A convenient threshold between the two categories is \$100,000.

4.4.2-10 Purchasing Procedures for Less-Complex/Lower-Priced Purchases

Procedures for less-complex/lower-priced purchases enable the Postal Service to purchase small dollar or uncomplicated A/E services without more formal purchasing procedures involving substantial paperwork and time. These procedures eliminate many administrative burdens and overhead costs, and allow for a more timely response to accomplish requirements.

A/E firms receiving consideration must be selected using submitted SFs 254, Architect-Engineer and Related Services Questionnaires (see PM 4.4.2.d.1(a) and 4.4.2.d-20) and other relevant information. If the number of known qualified firms is insufficient to provide a competitive review, then the project may be publicized in the Commerce Business Daily (CBD) or publicizing may be limited to the area in which the project is located.

4.4.2-11 Purchase Documentation

Document less-complex/lower-priced purchase actions. The documentation may be minimal, but it must be present. The following list gives examples of information to include in the contract file:

- a. Information concerning what was bought and why. A properly completed requisition is essential for correct documentation.
- b. Information concerning pricing. Justify in writing prices paid on all purchases over \$2,000. State the basis for the conclusion that the price paid is fair and reasonable. Refer to PM 5.1.2.a for guidance on performing a price analysis to determine whether a price is fair and reasonable. Ordinarily, a few handwritten sentences on the requisition or a separate piece of paper are sufficient documentation. Remember, while price is an important evaluation factor, you are looking for the best value to the Postal Service. You are looking for a quality service delivered or performed on time at a fair price.

4.4.2-12 Selection Procedures

See PM 4.4.2.d.2(b) for selection procedures concerning less complex/lower priced purchase actions. Action by an evaluation team is required only when the purchase team determines that that is necessary. In other cases, a one-person evaluation team may take the actions normally performed by a team, recommending three or more qualified firms to the purchase team. Such an evaluation team or person must use the factors spelled out in 2.1.7-20 in reviewing data files; SFs 254, *Architect-Engineer and Related Services Questionnaires;* SFs 255, *Architect-Engineer and Related Services Questionnaire for Specific Projects*; and other information on interested A/E firms.

4.4.2-20 Procedures for More Complex Purchases

Sections 4.4.2.a through 4.4.2.g-60 apply to A/E contracts other than those suitable for less complex purchases.

- 4.4.2.a **Policy**
- 4.4.2.b Applicability
- 4.4.2.c **Definitions**
- 4.4.2.d Selection Procedures
- 4.4.2.d.2 A/E Selection Team

The selection team (see PM 4.4.2.d.2) is generally called the evaluation team. This is not the same as the purchase team.

4.4.2.d.2-10 Establishment of A/E Evaluation Team

The purchase team must establish evaluation teams to evaluate A/E firms. (See PM 2.1.6 and PM 4.4.2.d.2.) Price discussions following selection are always performed by an individual designated by the purchase team. Exhibit 4.4.2.d.2-10 provides an overview of A/E purchasing procedures.

4.4.2.d.2-11 *Membership of Evaluation Teams*

In addition to the requirements of PM 4.4.2.d.2, manage A/E evaluation teams in accordance with the following guidelines:

a. Appoint team members from among professionally qualified staff who collectively have experience in architecture, engineering, construction, and related purchasing matters (environmental, mechanization, contractual, etc.). Include the future project manager on the evaluation team. In some cases, regular Postal Service staff limitations or project-specific considerations may warrant that technical services contract employees working for the Postal Service in-house be appointed to the evaluation team. The purchase team may appoint contract employees to the evaluation team on a case-by-case basis, with careful consideration of avoiding organizational conflict of interest.

- b. Notify team members in writing of their appointment and inform them of the requirement for confidentiality in all the subsequent proceedings. The notification includes a tentative schedule of meetings anticipated during the evaluation procedure. See Exhibit 4.4.2.d.2-11.
- c. Include a written record of evaluation team membership in the files for each project.
- d. For projects where the anticipated fee exceeds \$50,000, the evaluation team must be composed of at least two members. Three are preferred.

4.4.2.d.2-20 Receipt of Qualification Statements

Qualification statements are submitted on SFs 254 and 255. See PM 4.4.2.d.1(a).

4.4.2.d.2-21 A/E Responses to Requests for Qualification Statements

The SFs 254 and 255 received in response to CBD announcements about A/E requirements are not proposals. They should be treated as business information. Disseminate the SFs 254 and 255 only on a need to know basis. Proposals received prior to the commencement of contract negotiations are formal proposals and are handled in accordance with PM 4.2.3.

4.4.2.d.2-30 Evaluation of Qualification Statements

Follow the procedures in 4.4.2.d.2-31 through 4.4.2.d.2-393 when the less complex procedure is not used.

4.4.2.d.2-31 *Evaluation of SFs 254 and 255*

Carefully review SFs 254 and 255.

4.4.2.d.2-32 *Acknowledgments*

No acknowledgments are required.

4.4.2.d.2-33 Prohibition of Disclosure

At the first meeting of the evaluation team, all participants must sign a statement of confidentiality (see Exhibit 4.4.2.d-33). The statement is entered into the records of the subsequent proceedings.

Do not disclose evaluation team proceedings. No debriefing of applicant firms is conducted until the entire evaluation procedure is complete.

4.4.2.d.2-34 *Prescreening*

Approximately one week following close of the CBD notification period, the evaluation team meets to screen the qualifications of firms submitting SFs 254 and 255 to select highly qualified firms for interview. At that time, the team makes in-house reference checks, including A/E performance evaluations for previous Postal Service projects, for those firms under consideration for interview.

4.4.2.d.2-35 *Maintenance of Confidentiality*

Details regarding the evaluation of firms for interview must remain confidential. Evaluation team members may not discuss the team's deliberations, except as specified under 4.4.2.e-83.

4.4.2.d.2-36 Minutes of Team Prescreening Meetings

Keep complete minutes of prescreening meetings. The minutes should include, at a minimum:

- a. Date, time, and place of meeting.
- b. Name of persons participating.
- c. A definition of the local area if not previously defined in the CBD notice. Generally, the local area is a definable geographical area contiguous to the project site, such as radius in miles from the site, a metropolitan area, or a county or group of counties approximate to the site.
- d. The factors established for prescreening evaluation. Include minimum or maximum size of the prime firm, the project-specific disciplines required, and the minimum number of professional staff (listed by discipline) necessary to accomplish the project work in a satisfactory and timely manner.
- e. A list of firms selected for interview. Do not set an arbitrary number of firms (such as five) to be interviewed. Rather, the number should relate to the range of capability of all firms to be interviewed.
- f. A statement that members of the evaluation team have signed the conflict of interest statement (see Exhibit 4.4.2.d.2-11).

Exhibit 4.4.2.d.2-36 is a sample of minutes from a prescreening meeting.

4.4.2.d.2-37 Factors for Evaluation and Ranking of A/E Applicants

In performing its prescreening function, the evaluation team must apply the pre-established factors (see 2.1.7). Having a detailed analysis of project requirements facilitates the team's task throughout the evaluation process, including the diplomatic debriefing of nonselected firms.

4.4.2.d.2-38 Form 5000, A/E Prescreening Form

Form 5000, *A/E Prescreening Form* (Exhibit 4.4.2.d-38), must be used by all evaluation teams in the prescreening process and must be retained as part of the record files. The forms may be modified when justified to meet the needs of any specific project by adding factors or by deleting factors and marking them "not applicable." However, keep modifications at a minimum.

Each team member must complete his or her own Form 5000 in ink, making no erasures. Changes are made by striking through notations (which should remain legible) and initialing the changes.

4.4.2.d.2-39 Evaluation of Past Performance

4.4.2.d.2-391 Performance Histories on Postal Service Projects

In accordance with PM 2.1.7.c.2, evaluation of past performance is essential. During the prescreening evaluation, investigate firms for previous Postal Service contract performance on both major and regional projects by gathering design and/or construction evaluation performance from the following in Postal Service records: Form 7477-A, *Architect-Engineer's Performance – Design Phase Evaluation*, and Form 7477-B, *Architect-Engineer's Performance – Construction Phase Evaluation*. See Exhibits 6.1.2-22a and 6.1.2-22b, chapter 6A.

If records are not available, contact Postal Service personnel connected with the previous projects for specific information. If the applicant A/E firm has a Postal Service contract in progress during the prescreening period, seek interim performance evaluations.

4.4.2.d.2-392 Evaluation and Management of Negative A/E Performance

The evaluation team must reach a consensus in advance about how much weight to assign to possible negative information. For example, in the case of unfavorable reports on projects completed more than two years before the inquiry, the team may decide to withhold judgment pending further investigation. It is reasonable to assume that changes may have occurred in the composition of the A/E's professional staff or that increased experience may have alleviated the earlier difficulties. At the same time, a negative report less than two years old may suffice to downgrade an applicant.

4.4.2.d.2-393 *References*

From each firm's submission, the evaluation team or chairperson should select three projects from which to obtain performance references. Projects should be representative and similar in scope to the anticipated Postal Service project. In the letter establishing the time and place of interview,

request that the A/E provide names of persons to contact and current addresses and telephone numbers for both the owner and general contractor of the project. This information is used when necessary in performing reference checks upon completion of interviews.

4.4.2.d.2-40 *Notification*

When the prescreening process is complete, notify all firms who responded to the notice by letter as to whether they have been selected for interview. See Exhibits 4.4.2.d.2-40a, 4.4.2.d.2-40b, and 4.4.2.d.2-40c for sample notification letters. Informally notify firms selected for interview by telephone in advance of the letter to determine the time and place of the interview and to provide as much time as possible for the firm to prepare its presentation.

The confirmation letter notifying firms of their selection for interview must contain the following information:

- a. Time and place of interview.
- b. A copy of Form 5001, A/E Interview Form for Professional Services.
- c. A statement prohibiting contingent fees.
- d. A list of requested project references.

4.4.2.d.2-50 Final Selection of A/E Contractor

4.4.2.d.2-51 *Scheduling Interviews*

When the prescreening process is complete, the list of firms for interview has been compiled, and the letters of notification have been sent to all A/E firms who applied for consideration, prepare a schedule of interviews and confirm with the selected A/E firms. The evaluation team conducts interviews in the A/E's office.

4.4.2.d.2-52 Conducting Interviews

All members of the evaluation team must conduct the interview. Each team member must complete Form 5001 (Exhibit 4.4.2.d.2-52) for each firm interviewed. The evaluation team chairperson should ensure that the team arrives in the firm's office a few minutes before the appointed time. The chairperson should introduce the team members and indicate their professional discipline and particular organizational representation (if appropriate). At this time, collect all exhibits requested of the firm and ask the formal interview questions. The chairperson should then outline the interview procedure to be followed, such as the firm's presentation, questions, and a walk-through of the firm's office. All components of the interview must take place within the interview time allotted. Upon completion of the above preliminaries, start the interview. The interview must stop when the time period is up, and the team should leave promptly. Should the firm not be finished with its presentation, the team should leave with no time extension given.

4.4.2.d.2-53 Interview Procedures and Questions

As stated in PM 1.9, firms applying for Postal Service contract consideration are prohibited from entering into any contract that contains a contingency fee of any type for outside assistance in obtaining a Postal Service contract. This includes such activities as preparing submittals of SFs 254 and 255, preparing for interviews, and negotiating contracts.

To limit the possibility of contingency contracts, the chairperson of the evaluation team uses Exhibit 4.4.2.d.2-53, A/E Conflict of Interest Interview Questions, at the time of interview. If the answer to either of the questions regarding outside assistance with preparation is yes, the team must require the A/E to furnish a copy of the contract at the time of the interview or by Express Mail.

If the contract, upon examination, contains any contingency fee agreement, the A/E firm must be disqualified from further consideration and the action entered into the project files. Further, the team must inform the contracting officer of the name of the firm and the reasons for the firm's disqualification.

4.4.2.d.2-54 *Interviews for Multiple Listings*

When the CBD notice has included multiple listings, the following procedures must be implemented during the interview period:

a. A separate interview sheet must be prepared for each anticipated contract award. For this purpose, up to three projects may be grouped together on a single contract.

b. After completion of the interviews, a minimum of three firms must be ranked in order of preference as most highly qualified for each anticipated award. The same firm may be listed for more than one award. When the same firm is ranked first in more than one project, it should be selected for the work for which it is most qualified, considering the scope of work to be done and the relative qualifications of other firms interviewed.

4.4.2.d.2-55 Final Evaluation Procedures

4.4.2.d.2-551 *Scoring*

Scoring is accomplished as follows:

- a. Upon completion of all interviews, each team member must independently complete a Form 5001 for each interviewed firm. The evaluator must then total the scores of each firm and rank firms in order, with the firm receiving the highest score ranked 1, the firm with the second highest score ranked 2, and so on.
- b. When individual scoring and ranking is completed, the chairperson then lists all scores and rankings on an Architect-Engineer Rating Summary Sheet (Exhibit 4.4.2.d.2-551), and determines a consensus ranking of the firms by averaging the individual rankings given to each firm by each team member. When a tie in average ranking occurs, the firm with the highest total points from all evaluators is awarded the higher ranking. The first, second, third, etc. (minimum of three) ranked firms become the slate of the most highly qualified firms in order of preference. This slate is then entered on the A/E Selection Recommendations and Approval Memorandum (Exhibit 4.4.2.d.2-553), which is signed by each team member to indicate his or her concurrence. These actions must be completed as soon as practical after the last interview and before the team members disband.

4.4.2.d.2-552 Additional Reference Checks

In addition to previous reference checks (see 4.4.2.d-393), the evaluation team checks references in accordance with the following guidelines:

- a. The top ranking firms and their major consultants are further investigated by reference checks. Use Reference Check Questionnaire (Exhibit 4.4.2.d.2-552). Conduct these reference checks on facilities whose estimated construction cost is \$5,000,000 or more. On lesser projects, conduct the reference checks whenever possible.
- b. The chairperson may use discretion concerning the manner in which the reference checks are conducted. Of firms to be interviewed, the

chairperson may request a separate list of references. The chairperson may then check references of the top-rated firms or may choose, without the knowledge of the applicants, to contact the appropriate executive officers of the organizations listed on the firms' SFs 255 for an evaluation of the applicants' prior performance. Whenever possible, the chairperson should contact the construction firms involved in applicants' prior projects for an assessment of the constructability and adequacy of drawings of previous designs.

- c. When substantive negative references are obtained, the chairperson should initiate appropriate action on a case-by-case basis before deciding whether to select the firm. Appropriate actions may include conducting additional factual reference checks with others familiar with the project or with circumstances causing a negative reference, obtaining further information from the A/E about the facts (possible consultation with the responsible official or contracting officer), and reconsidering and subsequently changing the slate of firms by the A/E evaluation team.
- d. Every effort is made throughout the evaluation procedure and during post-award debriefings to maintain the confidentiality of the reference checks, both of the information received and its source(s).
- e. Additional reference and performance checks on previous Postal Service contracts also are conducted on the major consultants listed by the top-ranking firms.

4.4.2.d.2-553 Selection and Submission of Slate of Firms for Approval

The evaluation team submits to the purchase team, by memorandum (Exhibit 4.4.2.d.2-553), the slate of the top firms, listed in order of preference, along with the A/E evaluation file.

4.4.2.d.2-554 Price As a Factor in Selection

Where price is a factor in the selection, the final selection of the contractor must wait upon the issuance of the formal statement of work and the submission of priced proposals by the A/E firms from whom price proposals are requested.

4.4.2.e Discussions 🕮 🗓

Also see PM 4.2.5.c.

4.4.2.e-10 *Prenegotiation Conference*

A prenegotiation conference is conducted to:

a. Clarify complicated work statements.

- b. Disseminate background data that provides insight into the complexity of the project.
- c. Discuss anticipated difficulties during both design and construction, including contract administration.
- d. Discuss environmental issues such as:
 - (1) Permit conditions.
 - (2) Site conditions.
 - (3) Hazardous material handling.
 - (4) Findings from studies regarding mitigation, abatement, etc.
- e. Provide information that may be better presented in conference discussions.

4.4.2.e-20 Prenegotiation Package

Following selection of the A/E firms deemed best qualified to design a Postal Service project, the Postal Service issues a detailed scope of work. The selected firms are requested to meet with the purchase team or the purchase team's designated representative who will be administering the project design. Prior to the meeting, the selected firm(s) are provided the prenegotiation package. This package provides the documentation and information necessary to formulate the fee proposal. It is reviewed and modified to meet individual project requirements. List manuals, handbooks, and other documents to be provided to the A/E(s) in Section I, List of Attachments, of the A/E contract.

4.4.2.e-21 Design Criteria

The prenegotiation orientation contract package contains standard design criteria that the A/E needs to determine basic design requirements for a proposed facility. Design requirements include, but are not limited to, the following:

- a. Design criteria such as:
 - (1) Site environmental assessment.
 - (2) Site development.
 - (3) Building design standards.
 - (4) Energy saving design.
 - (5) Cost reduction and value engineering requirements.

- (6) Fire protection and safety.
- b. Space requirements.
- c. Environmental requirements.

4.4.2.e-22 *Review Steps*

Adhere to the following steps in preparing and reviewing the prenegotiation package:

- a. Ensure that the contract package prepared by the DCCS is complete and ready to provide to the A/E.
- b. Specifically, check each section of the solicitation for references to attachments. Ensure that the statement of work or all specifications that have been incorporated by reference are listed in Section I and attached to the contract package.
- c. Ensure that material to be provided is complete; for example, design criteria, standard plans, details, and Division I General Requirements.
- d. Provide a follow-up letter to the A/E firm that includes the information to be provided to the A/E at the preorientation conference. This information is the same as the list contained in Section 1500, Attachments, of the contract.
- e. Establish a schedule of activities and the time of submissions required by the contract. Include this information in the contract package.
- f. Ensure that the purchase team discusses any questions posed by the A/E or any contract items in general.
- g. Advise the A/E to use the Professional Services Estimate Work Sheets provided to develop the fee proposal. Instructions for completing this fee proposal are contained in Handbook AS–506, A/E Project Requirements, which is provided at the prenegotiation orientation meeting.

4.4.2.e-30 *Price Discussions*

The purchase team is responsible for reaching agreement on price and terms of contracts for A/E services, using the services of technical, legal, auditing, pricing, and other specialists as necessary (also see PM 4.2.5.d). Discussions are directed toward:

a. Making certain that the A/E has a clear understanding of the essential requirements.

- b. Determining that the A/E will make available the necessary personnel and facilities to accomplish the work within the required time.
- c. Determining whether the A/E can provide the design to ensure construction at a cost not to exceed the limit established for the project.
- d. Reaching mutual agreement on the provisions of the contract, including a fair and reasonable price for the required work.

4.4.2.e-31 Order of Price Discussions

Price discussions must be conducted initially with the A/E firm given first ranking if price is not a factor in the selection process. If a mutually satisfactory contract cannot be achieved with that firm, discussions must be terminated. Price discussions must then be initiated with the firm next in order of preference, and this procedure must be repeated until a mutually satisfactory contract has been negotiated.

If price is an evaluation factor, price discussions may be commenced with one or more firms that have submitted price proposals.

4.4.2.e-32 *Postal Service Estimate*

Before negotiation of any proposed contract or contract modification is initiated, an independent Postal Service estimate of the cost for the required A/E services must be developed, based on a detailed analysis of the costs expected to be generated by the work. Consideration is given to the estimated value of the services and to the scope, complexity, and nature of the project. The independent estimate must be revised as required during discussions to reflect changes in or clarification of the scope of the work to be performed. A fee estimate based on the application of percentage factors to cost estimates for the various segments of the project may be developed for comparison purposes, but such an estimate may not be used as a substitute for the independent Postal Service estimate. The cost breakdown figures in the Postal Service estimate may be revealed during discussions to the extent necessary to arrive at a fair and reasonable price provided that the overall amount of the Postal Service estimate is not disclosed. Any change in the Postal Service estimate during or after discussions must be specifically but succinctly explained in the record of discussions.

4.4.2.e-33 Cost or Pricing Data

The provisions of PM chapter 5 relating to price evaluation, cost analysis, provision of cost or pricing data, and preparation of memoranda of discussions apply to purchases of A/E services. Because of the nature of the procedures used to purchase A/E services, price analysis is normally insufficient and cost analysis may be necessary. See 4.4.2.d.

4.4.2.e-34 *Comparison of Estimates*

The purchase team negotiates a price considered fair and reasonable on the basis of comparison of the independent Postal Service estimate with the A/E's proposal. Significant differences between elements of the two figures and between the overall figures should be discussed, and the purchase team must be satisfied as to the reasons for the differences.

4.4.2.e-35 Audits

A/E contracts may be awarded regardless of dollar value without obtaining audit results. If, after contract award, cost or pricing data provided by the A/E proves to be inaccurate, the Postal Service is entitled to a price adjustment, including profit or fee. This entitlement is ensured when Clause FB-265, *Fee Proposal Review*, is included in the contract. This clause allows the Postal Service to adjust prices for defects in cost or pricing data submitted by the A/E, a prospective subcontractor or consultant, or an actual subcontractor.

If it is learned or suspected that the data furnished was not accurate, obtain an audit to evaluate the accuracy, completeness, and currency of the data. To request an audit of a firm's proposed fee rate for a contract, send a written request to the Office of the Inspector General (OIG). In the request, ask for specific information relating to details of proposed labor and burden rates, wage increase factor, and total rate by labor category. Also request a comparison of proposed fees with the firm's price on similar work. Ask the firm to comply within 30 days. Provide the name of a person to contact with a telephone number to establish an acceptable due date if the 30-day deadline cannot be met. The format in Exhibit 4.4.2.e-35 may be used to request either preaward or postaward audits. Include the following information in the audit request:

- a. The firm's name and office location.
- b. The details of proposed labor and burden rates, base labor rate, wage increase factor, and total rate by labor category. List each separately; do not total them.
- c. A request for comparison of proposed fees with the firm's price on similar work.
- d. The name of the auditor (OIG) and the date of request.

4.4.2.e-40 Organizational Conflicts of Interest

See PM 1.7.7.a. To ensure objective performance of contracts and prevent an unfair competitive advantage, the award of a contract for A/E services

and the later award of a separate contract for related construction management or construction work to the same firm, to a parent firm, or to the firm's subsidiaries or affiliates is prohibited, unless authorized in writing by the manager of Major Facilities Purchasing. A single contract for design and construction (design-build) is not subject to this prohibition. When a Construction Management Support Services Contractor (CMSSC) firm or affiliate is under contract to provide such services for a particular design and construction purchasing organization, that CMSSC will not be considered for award of a contract for design and design-build services by the purchasing organization.

Advise an A/E firm selected for negotiation of an A/E services contract of this prohibition before negotiations begin. If the firm possesses construction or construction management capabilities, either within its own organization or through a parent firm, subsidiary, or affiliate, the firm has the option of either:

- a. Declining to enter into contract negotiations in order that it or its parent firm, subsidiary, or affiliate may be eligible to compete for the related construction management or construction contract.
- b. Entering into contract negotiations with the clear understanding that, if they are successful, it and its parent firm, subsidiary, or affiliate will be ineligible to compete for the related construction management or construction contract.

4.4.2.e-50 Record of Price Discussions

Following discussions of an initial or revised fee for A/E services, the purchase team must prepare a memorandum of the principal elements of the price discussions. The memorandum must be placed in the contract file and include at least the following:

- a. Purpose of the discussions.
- b. Description of project or contract modification, with identifying number.
- c. Name, position, and organization of each person representing the A/E firm and the Postal Service.
- d. Action taken to resolve inaccurate, incomplete, or noncurrent cost or pricing data.
- e. Summary of A/E's proposal, Postal Service estimate, and reasons for any significant variances between them.
- f. Significant facts or considerations controlling the establishment of the prediscussion price objective and negotiated price, including an explanation of any significant differences between the two positions.

g. Basis for determining the profit or fee prediscussion objective and the profit or fee negotiated.

4.4.2.e-60 Contract Award and Notice to Proceed on A/E Contracts

The A/E format created by the DCCS is used to award A/E design contracts and A/E indefinite-quantity contracts.

A/E design contracts are negotiated fixed-price contracts; therefore, commitment and payment forms must be generated at the time of award. These include:

- a. Form 4209, Project Authorization.
- b. Form 4211, Facility and Fixed Mechanization Project Contract Commitment Order.
- c. Form 4211-B, Facility and Fixed Mechanization Project Contract Payment Authorization.

Note that under PM 1.5.3.b, the approval of the vice president of Purchasing and Materials is required for any award exceeding \$10,000,000.

A/E indefinite-quantity contracts are contracts with a maximum dollar limit established. Each work order issued is a separate commitment and is funded and paid separately. Forms 4211 and 4211-B are not issued at time of award.

4.4.2.e-70 *Other Steps*

At the time of an A/E contract award, the contracting officer must take the following steps:

- a. Check discussion notes to ensure that the correct contract prices are entered in Section A of the contract before the A/E's signature is obtained.
- b. Ensure that the notice of contract award is publicized in the CBD in accordance with PM 3.5.3.a.2.
- c. Send the award letter and notice to proceed (NTP) to the A/E for design contracts. The letter provides the executed contract and an original of Form 4211-B with instructions for the A/E to complete Form 4211-B for each payment request. The A/E signs and returns one copy of the contract to the contracting officer or the contracting officer's designee.
- d. Establish the contract completion date. The NTP indicates contract start date as the day after receipt of the NTP. This is determined by mailing

the award letter and NTP by certified mail, return receipt requested. Upon return of the receipt, the contracting officer counts off the number of calendar days for contract performance beginning the day after the A/E received the NTP.

e. Send the award letter, as shown in Exhibit 4.4.2.e-70, to the A/E for an indefinite-quantity contract. Each individually negotiated and accepted work order is the award and notice to proceed for that specific project. A separate NTP may be used to transmit accepted work orders for A/E indefinite-quantity contracts.

4.4.2.e-80 *Notification/Debriefing of A/E Contractors*

See PM 4.2.8.

4.4.2.e-81 Notification of Award

When evaluation of the selected A/E firm is completed and approved and the contract has been negotiated and signed, firms not receiving the award must be notified by letter (Exhibit 4.4.2.e-81).

4.4.2.e-82 Delay in Project Start

As standard operating policy, make every effort to ensure that site and functional requirements are firmly established before the initiation of A/E evaluation procedures. In cases where a project cannot proceed after an A/E firm has been selected, the selected firm must be advised immediately of the delay and the reasons for the delay. The selected firm also must be advised of following procedures that will be followed if the delay is for a protracted period:

- For delays less than six months, the firm must be contacted to ascertain its continued interest in the project and the current status of its staff and workload.
- b. For delays more than six months but less than a year, the firm may be reinterviewed, and the entire evaluation process reexamined to determine whether changes have occurred to affect the qualifications of other firms previously interviewed.
- c. For delays of more than one year, a new evaluation must be initiated.
- 4.4.2.e-83 *Debriefing and Disclosure of A/E Evaluation Records*

Disclosure of A/E evaluation records is managed as follows:

a. In general, upon initiation of the A/E evaluation process, information about the progress of the proceedings must be withheld until the

- selection is complete. The evaluation is initiated after the closing date for submission of qualifications or when firms have been identified for direct negotiation for projects under \$100,000. Evaluation is complete upon signing of the contract with the successful A/E firm or cancellation of the evaluation activity.
- b. The only exceptions to the rule on nondisclosure are the routine acknowledgments and notices of evaluation or nonevaluation for interview and other contacts directed only to the addressed firms as required by the evaluation proceedings.
- c. Following the award and signing of the contract, documents and certain information concerning the evaluation proceedings may be disclosed upon receipt of a written or in-person request. The disclosure of this type of information is a normal part of the selection activity and is done by the evaluation team chairperson to authorized representatives of the firm. This debriefing provides an opportunity to present factual feedback of information that enables the firm being debriefed to alter or improve its response when submitting proposals for future projects. The chairperson conducting the debriefing carefully explains the selection process and should be sensitive, objective, and helpful in dealing with A/E concerns. If such information is disclosed orally, in person or by telephone, the debriefing must be documented by a Memorandum to the Record (Exhibit 4.4.2.e-83a). Such debriefings may include ranking of the firm interviewed, final scores, and individual scores under every category for the firm requesting the information but must not include information about other firms interviewed.
- d. See Handbook P-1, *General Purchasing Concepts and Practices*, for information regarding handling past performance information.
- e. The A/E evaluation team should be familiar with the types of documents or information that can be disclosed relating to the A/E evaluation. General guidelines consistent with the Freedom of Information Act (5 U.S.C. 552) are contained in PM 1.7.4. Exhibit 4.4.2.e-83b provides guidance on the release of specific documents.

4.4.2.f A/E Contractor Performance Evaluation 🕮 🗓

Also see 6.1.2-20, chapter 6A. Note that thoughtful completion of a thorough post-performance evaluation is essential to the success of future A/E selections, for it is a source of past performance data.

4.4.2.g Indefinite-Quantity A/E Service Contracts

4.4.2.g-10 *General*

When an indefinite-quantity A/E contract is used, services to be performed and the method and rates for determining fees paid are negotiated and fixed at the onset of the contract. Individual projects under an indefinite-quantity contract (IQC) are accomplished pursuant to separately negotiated work orders.

4.4.2.g-20 *Applicability*

IQCs are appropriate for purchasing A/E services required in connection with repair and alteration projects, surveys of Postal buildings (including development of related statements of work and cost estimates), site adaptations for standard plan projects (up to 100 percent design), environmental projects, and other related requirements. IQCs reduce the administrative workload associated with formal A/E fixed-price single project design contracts as well as the lead time to acquire A/E services and provide complete design. IQCs also may be used to purchase construction administration and observation services for several small projects at once when the work will normally be confined to an established geographical area, subject to limitations explained in 4.4.2.g-30 through 4.4.2.g-32.

4.4.2.g-30 *Limitations*

The vice president of Purchasing and Materials, or authorized designee, issues limitations regarding contract term, dollar maximums, and delivery (work) order maximums. See Exhibit 4.4.2.g-30.

4.4.2.g-31 Services and Fee Determinations

Each contract contains specific descriptions of services to be performed and a method and rates for determining fees to be paid.

4.4.2.g-32 Geographic Area

Each IQC is limited to a specific geographic area as described in the terms of the contract.

4.4.2.g-40 Work Orders Under Indefinite-Quantity A/E Contract

The first requirement in placing orders under an indefinite-quantity A/E contract is to read and understand the contract. Individual A/E projects identified by the Postal Service are accomplished by placing work orders in accordance with the terms of the contract. Districts may issue work orders against an A/E indefinite-quantity contract consistent with their delegated

authority for the contract. Districts may also administer work orders they issue, but they may not modify the terms of the contract. Each work order is individually priced on the basis of rates agreed to during contract negotiations. Other requirements are set forth in 4.4.2.g-41 through 4.4.2.g-47.

4.4.2.g-41 Funding Determination

Before processing work orders, the contracting officer must determine if there is sufficient funding remaining in the contract. (See Exhibit 4.4.2.g-47).

4.4.2.g-42 *Fee Proposal*

Before a work order is executed, the A/E must be given a description of the work to be done with a construction cost limitation and must be required to provide a fixed-price fee proposal, including a cost breakdown, in accordance with the special provisions of the contract.

4.4.2.g-43 *Fee Negotiation*

Because rates are fixed, analysis of individual work order proposals focuses on the proposed quantity of labor hours, the labor mix, and the reasonableness of other proposed costs, such as travel and subsistence, copying, blueprint production, and subcontracts. As in any other negotiation, the A/E justifies its proposed costs. The cost data provided is subject to examination and verification. The basis for all estimates must be provided and supported. Significant differences between the independent Postal Service estimate and the A/E's proposal are discussed during negotiations.

4.4.2.g-44 A/E Work Order Form

The A/E work order form is generated by the DCCS.

4.4.2.g-45 Processing Work Orders

Processing a work order is the same as issuing a contract. The work order must be authorized and funds provided on Form 4209. Drawings and supplemental specifications must be provided as necessary.

4.4.2.g-46 *Commitment of Funds*

When the work order is issued, Form 4211 is completed to commit funds.

4.4.2.g-47 Work Order Log

A work order log is maintained in FMS. See Exhibit 4.4.2.g-47 for the format.

4.4.2.g-50 *Indefinite-Quantity A/E Contract Options*

There are two basic options that are normally included in an A/E indefinite-quantity contract: (1) option for renewal and (2) option for A/E services during construction. Together they provide the contracting officer with the flexibility to obtain design services and construction administration for multiple small projects.

Option prices must be established in the original contract as part of the basic contract rate. This includes rates for per diem, lodging, travel expenses, and mileage. Options for professional A/E services that have been priced and included in the basic A/E IQC may not cause the various dollar limitations on the contract to be exceeded.

4.4.2.g-51 Option for Renewal of Indefinite-Quantity A/E Contract

Renewal is sought (if desired) 60 days before the expiration of the base contract period plus any previously issued renewals. This process is not automatic; the purchase team recommends that the renewal options be exercised and, pursuant to the contract terms, the contracting officer executes the documents that exercise the option. Options to renew may not be exercised after a contract has expired. A/E evaluation forms 7477-A and B (see 6.1.2-20, chapter 6A) must be prepared before recommending renewal for the next 12-month period. Exhibit 4.4.2.g-51 provides a format for recommending renewal.

4.4.2.g-52 Option for A/E Services During Construction Under Indefinite-Quantity A/E Contract

Unless otherwise required by the contract, work items for A/E services during construction are as follows:

- a. A/E support services supplied by the A/E home office are ordered to assist the contracting officer in administering the construction contract. Services include, but are not limited to, interpretation of contract documents, participation in meetings, review of contractor submissions, and minimal on-site visits during the construction period.
- b. A/E field duties during construction are both home office and on-site field support services that include, but are not limited to, contract administration, inspection, and clerical assistance.

4.4.2.g-60 Use of A/E Indefinite-Quantity Contracts for Building Surveys

Work orders may be issued for an individual survey or group of surveys. On a limited basis, the A/E firm conducting surveys may also be used to provide the design of the proposed repair and alteration work. If, however,

several surveys are needed within a one-year period, obtain the survey services from one A/E firm and the repair and alteration design services from another A/E firm.

4.4.3 **Construction**

Also see chapter 4B.

4.4.4 **Design-Build Contracting**

Also see chapter 4B.

4.4.5 Construction Management Support Services

The Postal Service may use a construction management support services contract as a means of satisfying its construction management needs. A CMSSC may be retained during the project planning, design, or construction phases of a project. The CMSSC's role is to monitor and analyze interrelationships among cost and schedule considerations, environmental impacts, and project quality so that a project of maximum value is realized in the most economical time frame.

4.4.5.a Applicability

4.4.5.b **Definition**

4.4.5.c Purchase Method

CMSSC solicitations must be prepared using the CMSSC format created by the DCCS.

4.4.5.d Contract Types

4.4.5.d-10 *Indefinite-Quantity Contracts*

To facilitate the expeditious assignment of CMSSCs to projects where their services are needed, construction management support services contracts are generally awarded as IQCs requiring the CMSSC to provide a range of construction services for multiple construction contracts over a specified period of time and within a specified geographic area. Services under these contracts are requested by work orders requiring the CMSSC to perform support functions, such as consultant and coordinator for design, construction advertising and award, construction surveillance, or in-house project management support.

4.4.5.d-11 Indefinite-Quantity Contract Duration and Cost Limits

Indefinite-quantity contracts with CMSSCs may have a base contract duration of one or two years, and may give the Postal Service the option to extend for consecutive one-year renewal periods. The total maximum period to be covered, including the optional renewal periods, may not exceed 60 months. Work orders may not be issued after the expiration date of the contract, and only existing work orders that have not been completed may be allowed to finish. Services will normally be provided on a number of construction projects over the duration of the contract. Services contracted for over the entire contract duration including renewal periods may not exceed \$10,000,000 in value. See Exhibit 4.4.5.d-11 for a summary of limitations on CMSSC contracts.

4.4.5.d-20 Contracts for Specific Projects

The Postal Service may issue a single contract covering a specific Postal Service project to a single CMSSC because of the need to match the most highly qualified CMSSC with the unique requirements of a large, complex project. When the Postal Service issues such a contract, project planning, design, and construction are treated as integrated tasks with fixed-price labor-day rates. The CMSSC normally works with Postal Service personnel and the A/E from the beginning of design until project completion, providing management administration to the construction team in all matters pertaining to construction. Assuring adherence to project schedules and budget constraints is the CMSSC's primary responsibility.

4.4.5.e CMSSC Contract as an Alternative to A/E Contract Options

4.4.5.e-10 Duties and Tasks of a CMSSC

The duties and tasks that a qualified CMSSC performs during the various stages of a project's design, award, and construction depend on whether the purchase is based on design/solicit/build, design-build, or standard plans approach. CMSSCs may be contracted to develop concept design up to 30 percent for use in design-build solicitation documents.

Any of the following duties and tasks may be included:

- a. Scope the project and review design development. Participate in the development of project scope and functional design specifications. Review design during development of design documents and working drawings with respect to site use and improvements and selection of materials, buildings systems, and equipment. Provide recommendations on construction feasibility, availability of material and labor, time requirements for installation and construction, and factors related to cost, including cost of alternate designs and materials, preliminary budgets, and possible economies. (If the construction management firm chooses to maintain an office at the A/E's place of business during the design phase to facilitate performance of these tasks, arranging for such space is its responsibility.)
- b. Coordinate project activities during design. Monitor project activities during design for the contracting officer. In accordance with Postal Service policy, coordinate with A/E, local officials, agencies, and commissions on the various aspects of the project in which such organizations and officials have an interest.
- c. Maintain a record of project meetings. Attend all meetings concerning the project whether at the site or at the Postal Service's facility. Prepare minutes of such meetings for the record and action memoranda and letters for the contracting officer as required.
- d. Perform and monitor project scheduling. Develop and maintain a master project schedule that coordinates and integrates the A/E's design efforts with other major activities, such as advertising, construction, testing, closeout, and acceptance. Participate with the A/E in developing an anticipated schedule of the construction operations for the project, including realistic activity sequences and durations, allocations of labor and materials, and purchase of long-lead material and equipment items. Without assuming the responsibilities of the contractor for means, methods, techniques, and sequences of construction, review, evaluate, and monitor the construction contractor's construction scheduling efforts, including the initial schedule submittals, updates, revisions, and proposed adjustments and time extension requests.
- e. Process design progress payments. Receive and review requests for design contract progress payments from the A/E, verify their validity and accuracy, and make recommendations to the contracting officer for payment.

- f. Evaluate construction budgets. Review A/E cost estimates at each design stage; comment on unit costs, markup, and fees; and advise if materials or design elements appear excessively expensive. Reconcile A/E estimates with the lowest cost commensurate with Postal Service requirements. Submit comments on A/E cost estimates to the contracting officer's representative (COR) not later than one week after receipt from the A/E.
- g. Recommend phasing of work. Recommend to the purchase team, the contracting officer, and the A/E, divisions of work in the plans and specifications that facilitate the solicitation and construction processes. Recommend phased construction if it is the most feasible course, taking into consideration such factors as time schedules, construction seasons, availability of labor, availability of materials, design time and status, etc.
- h. Evaluate construction contract documents. Without assuming the responsibilities of the A/E for design, review the drawings and specifications as they are being prepared, and recommend alternative solutions whenever design details have unnecessarily adverse affects on construction feasibility, cost, or schedules. Monitor the preparation of the solicitation package (in phases or for the complete project, as determined by the purchase team), and prepare and verify the inclusion of all information required to ensure competitive proposals for construction contracts.
- i. Eliminate ambiguities. Review plans and specifications with the A/E to eliminate areas of ambiguity and conflict and overlapping of work by the various trades to be involved in the work.
- j. Determine special contract requirements. In coordination with the COR and authorities concerned, determine requirements to be included in the contract documents for such specialized concerns as fire protection, accident prevention, quality control, network analysis systems, utilities during construction, local permits and licenses, as-built drawings of prior construction, and so forth.
- k. Coordinate solicitation and evaluation of construction contractors and design-build contractors. Monitor and coordinate the preparation and distribution of solicitation documents, maintenance of records, and so forth, during the advertising process. Obtain clarifying information as required from the A/E and others on which to base written responses or amendments and, when required, prepare amendments to the solicitation. Assist in the evaluation process and in scheduling and conducting the preproposal conference.

- Prepare for start of construction. Ensure that the necessary planning has been accomplished to permit rapid implementation of the construction phase including the provision of on-site personnel to the field office. Assist the contracting officer in scheduling and conducting the preconstruction conference.
- m. Monitor construction. Monitor the management, coordination, and general direction of the work and progress of the construction contractor on the project.
- n. Manage and monitor long-lead purchases. In the case of Postal Service-furnished equipment or material, recommend long-lead items for purchase and, when approved, expedite their purchase to ensure delivery in time to maintain construction progress. In the case of contractor-furnished equipment or material, recommend long-lead items for purchase and monitor their purchase to ensure their delivery in time to maintain construction progress.
- o. Maintain on-site staff. Maintain a competent, full-time staff at the project site as required to provide general contract administration, coordination, and direction of the work as performed by the contractor or contractors. Ensure that the staff is capable of executing its duties with a minimum of home office support. (The number of field personnel will vary according to status of the construction. The proposed staff, and any replacements, are subject to approval of the contracting officer.)
- p. Monitor subcontracting plan. Monitor compliance of the general contractor's or the design-build entity's compliance with its subcontracting plan.
- q. Review construction contractor's daily reports.
- r. Assist Postal Service on resolution of claims and disputes.
- 4.4.5.e-20 Organization of Tasks for Inclusion in Solicitation

Tasks to be performed by a CMSSC are normally organized into the work groups as described in 4.4.5.e-30 through 4.4.5.e-50 for inclusion in solicitations.

4.4.5.e-30 Work Group 1 — CMSSC Home Office Support

This work group is for services provided by the CMSSC from the home office or branch office. Typical services include surveys, studies, cost estimating, technical studies, shop drawing reviews, and any other work from the home office where a definitive product can be identified. Fees for these types of services is paid on a lump-sum basis. Occasionally, personnel

domiciled in the home office are required to provide services at a construction site or other office on a short-term basis where the employee maintains his or her home office. An example of this is participating on a design-build selection committee. Fees for these types of services are paid on a cost reimbursement basis.

4.4.5.e-40 Work Group 2 — Postal Service Office In-House Support

Under this work group, CMSSC personnel are engaged full-time and are domiciled in a Postal Service office. Payment is based on labor-days expended as defined in the work order. Time cards are submitted on a weekly basis for approval by the supervising Postal Service official.

4.4.5.e-50 Work Group 3 — CMSSC On-Site Construction Management Support

Under this work group, CMSSC personnel are domiciled at a Postal Service construction site. Payment is based on actual labor-days expended, which must be supported by time sheets.

4.4.5.f Solicitations for Construction Management Support Services Contracts

4.4.5.g Selection Processes for Construction Management Support Services Contracts

The publication of requests for proposals to provide CMSSC services and the receipt and evaluation of CMSSC proposals must follow the guidelines in 4.2, chapter 4B. CMSSCs must submit both technical and price proposals for Postal Service consideration. Selection of a qualified CMSSC is based on many of the same elements that are used in selection of an A/E. Factors include overall experience, understanding of the project, and price. These factors may be weighted differently for different Postal Service facilities, but all are important in selecting the right CMSSC. (See Exhibit 4.4.5.g for a sample CBD notice.)

4.4.5.g-10 CMSSC Preproposal Conference

A preproposal conference should be held to familiarize firms with the preliminary scope of the planned project or projects.

4.4.5.g-20 Separation of CMSSC Technical and Cost Proposals

Every CMSSC proposal should include separate copies of a price proposal and technical proposal. The price proposal should be in a sealed envelope, inside the submission envelope, and clearly marked "Price Proposal."

4.4.5.g-30 CMSSC Technical Proposal Requirements

Proposers may be encouraged to limit their proposals to a specific number of pages, exclusive of personnel qualification standards, which should be included as an appendix to the proposal.

4.4.5.g-40 Evaluation of Technical Proposals

A Postal Service committee of no fewer than two members evaluates technical proposals. At least one member of the evaluation team must be a Postal Service career employee. Each evaluator ranks each technical proposal.

4.4.5.g-50 Evaluation of References and Office Visits

During proposal evaluation, the evaluation team evaluates client references provided by the offerors. Exhibit 4.4.5.g-50 provides a sample reference check questionnaire. When it is necessary to complete the evaluation process, the evaluation team may visit an offeror's office or other facilities to make further determinations relative to any aspect of information furnished in the offeror's technical proposal. Normally, a one-week notice should be given before any office visit.

4.4.5.h Evaluation of Price Proposals

The evaluation team evaluates the price proposals. Labor categories, minimum personnel qualifications, and labor-day rates are provided with the solicitation. The offeror's price proposal is a multiplier factor that is applied to each labor-day category. The offeror's multiplier is given as two decimal places, for example, 1.22 or 0.97.

4.4.5.i Contract Award

After completing the evaluation of all proposals, the evaluation team submits a recommendation to the purchase team regarding which offeror's proposal offers the best value for the Postal Service. See PM 4.2.5.d for information regarding best value decisions and contract award.

* * * * * * * * * * * *

4.6 **Special Categories of Purchases**

4.6.1 General A.6.2 Supplemental Policies and Procedures
4.6.3 Professional Services
4.6.4 Consultant Services A.6.5 Information Technology

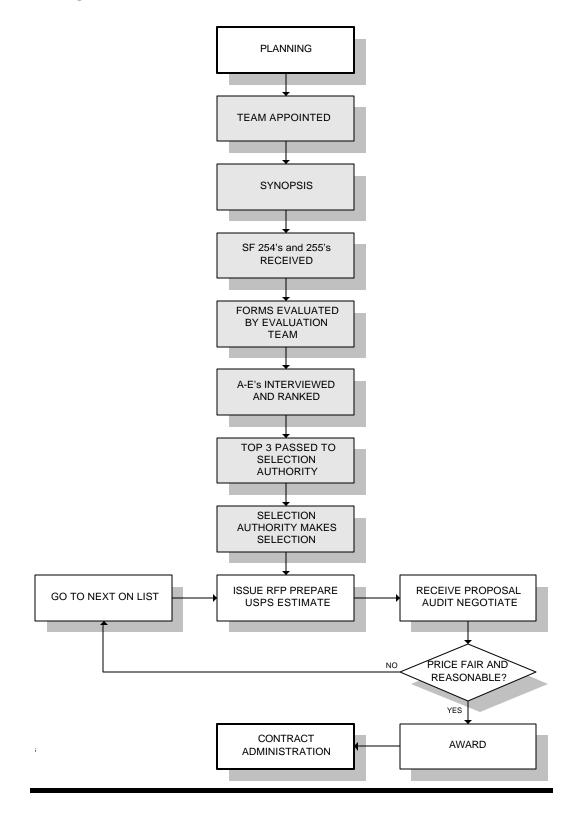
Research and Development

4.6.7 **Utility Services**

4.6.6

Structured Contracts and Controlled Contracts

A/E Purchasing Procedures



Sample Notice of Appointment to Evaluation Team

| | UNITED STATES POSTAL SERVICE | | | | | | | |
|----------------------------|------------------------------|--|--|--|--|--|--|--|
| Date: Our Re Subject | | A/E Prescreening Meeting | | | | | | |
| | | [Project's name and location] | | | | | | |
| То: | Chairp Memb Memb | | | | | | | |
| | t. The | appointed you to serve on the A/E Evaluation Team for the referenced facility A/E Evaluation Team will convene at [time] on [date], in [room], [location], for a meeting on the project. | | | | | | |
| during | | so should be available for the A/E interviews which are scheduled to be held ek of [date]. | | | | | | |
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| | Contra | acting Officer | | | | | | |
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| Ι | Design and Construction Purchasing Practices Handbook | |
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Sample Statement of Confidentiality

| | UNITED STATES POSTAL SERVICE | | | | | | | | |
|---|--|---|--|--|--|--|--|--|--|
| Date: | | | | | | | | | |
| Our Ref: | A/E Evaluation Statement of Confidentiality | | | | | | | | |
| Subject: | Project | Location | | | | | | | |
| To: Project | File | | | | | | | | |
| Team who parti interview by the except as order of the United St | cipate in this evaluation with me) contracting officer in connection ed by the contracting officer, otherates Government who has a known | e other members of the U.S. Postal Service A/E Evaluation the number, location, or names of the firms designated for with the design and/or construction of the subject project, or appropriate executives of the U.S. Postal Service or an office on (to me) need for knowledge of such information, until a firm the U.S. Postal Service to provide these services. | | | | | | | |
| _ | itle | Date | | | | | | | |
| _ | itle | Date | | | | | | | |
| | itle | Date | | | | | | | |
| _ | itle | Date | | | | | | | |
| _ | itle | Date | | | | | | | |
| _ | itle | Date | | | | | | | |

Issue 1, March 31, 1999 Updated With Revisions Through December 2001

Sample Minutes of Prescreening Meeting

| | UNITED STATES POSTAL SERVICE |
|---|--|
| Date: | |
| Our Ref: | |
| Subject: | A/E Prescreening Meeting |
| | [Project's name and location] |
| To: | Memorandum to the Record - Minutes |
| | Attendees: [List names] |
| qualifications su | A/E Evaluation Team was held [time a.m./p.m.] on [month/day/year] in Room [number], [location]. The bmitted by [number] firms who responded to the public announcement in the <i>Commerce Business</i> ned to select highly qualified firms for interview and further consideration. |
| defined as being required service numbers of regis electrical engine | g the firms, selection criteria and project requirements were reviewed. The local geographical area is [miles radius or geographical description] of the project. To successfully manage and perform the s, a minimum staffing of [number] is required in the prime firm with the following listed minimum stered professional architects [number], civil engineers [number], structural engineers [number], ers [number], mechanical engineers [number], and [add other disciplines if required] on the design onsultants. An upper staffing limitation for the prime firm was set at [number] [was not set]. |
| | aber] local firms, [number] in-state firms, and [number] out-of-state firms considered. [number] firms highly qualified for this project and designated for interview. The firms to be interviewed are: |
| | |
| during the week | on Team agreed to conduct interviews in the office of each of the designated firms for [period] of [month/day/year]. During the interviews, discussions will be held and additional information of for the team to recommend a slate of the three most highly qualified firms in order of preference. |
| solicited or accep | olled by the chairperson, and no member (including such member's family members) has: (1) oted any gratuity or gift from; (2) engaged in any employment or employment negotiations with; or (3) a in any of the firms designated for interviews. |
| A list of firms scr | eened and the A/E screening forms are in the subject file. |
| The meeting clos | sed at [time]. |
| Chairperson | |

A/E Evaluation Team

Design and Construction Purchasing Practices Handbook

Exhibit 4.4.2.d.2-38

A/E Prescreening Form (Page 1 of 2)

| | ▲ | U.S. /E Pre- | U.S. Postal | U.S. Postal Service A/E Pre-Screening Form | Ę | | | | | | | | | | | | | |
|----------------------------------|--------|-------------------|-------------|---|--------|----------------------|------------|------------|-------------|-----------------------|----------------|--------|-------------------------|-------------|-------|-------------------------------|---------------------|--------------|
| Project Name | | | | | | | | | Date | | | | | | | Page_ | a) | of |
| | (1) | (2) | (3) | | (4) Pt | (4) Personnel-SF 255 | el-SF 2 | 55 | | (5) E> | (5) Experience | | Prime Firm (6) (7) | Firm (7) | (8) | Recommend Interview (9) | ımend view () | |
| Firm(s) Name(s) City/State | SF 255 | Current SF 254 | Local Area | Architectural | Civil | Electrical | Mechanical | Structural | Total | \laintsubnl lstso9 | Commercial | Public | Current USPS Project | Workload | Other | SЭД | οN | (10) Remarks |
| | | | | | | | | | | | | | | | | | | |
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| Notes X | = Me | = Meets Criteria; | | 0 = Does Not Meet Criteria | oN sac | t Meet | Criteria | | Prepared by | red by | | | | | | | | Date |

A/E Prescre ening Form (Page 2 of 2)

Instructions

Each evaluation team member must complete a prescreening evaluation of each firm submitting qualifications for the project being considered. Complete forms in ink. Cross out any changes with a single line so that the original notation is still legible, then initial and date the change. The evaluator dates and signs the completed form.

Prior to Evaluating Each Firm: The team reviews established criteria, and specifies the specific location, staffing, and other (specialized) criteria which each firm must have to receive further consideration and be interviewed for the project. Record these in the prescreening minutes. The qualifications of all submitting firms are then evaluated against these criteria.

1-4 Complete one line for each firm evaluated; enter a check to indicate that the firm's qualifications, as submitted, meet established criteria, or enter an 0 to indicate that qualifications do not meet criteria.

NOTE Firms with lines showing an 0 in any mandatory criteria should not normally be recommended for interview.

- 6 Enter a check if the firm has a current Postal Service project, to aid in overall evaluation. Place a disqualifying 0 only if the firm is disqualified by the limitations of current directives.
- 7 Enter a check if the firm has an apparent workload which can accommodate a postal project of the size and scope being considered; otherwise enter a disqualifying 0.
- 9 Enter a check in the appropriate YES or NO column.
- 10 Use to briefly and objectively explain any consideration or disqualification not clear in the listed criteria columns.

| ices |
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Sample Letter of Notification, Firms Not Selected for Interview

| UNITED STATES POSTAL SERVICE |
|---|
| Firm's Name Firm's Address |
| Dear: |
| Subject: [Project name] |
| The U.S. Postal Service (Office) Architect-Engineer Evaluation Team has reviewed your Standard Form 254, Architect-Engineer and Related Services Questionnaire, and Standard Form 255, Architect-Engineer and Related Services Questionnaire for Specific Project, for the subject facility. Your firm was considered by our team for this project but was not selected. |
| Your submission will not be retained. For all future postal projects, it will be necessary for you to submit another SF 255, along with an SF 254 for your firm and any associated consultants, in response to advertisements of Postal Service projects. |
| We appreciate your interest in the Postal Service building program and hope you will continue to respond to our advertisements. |
| Sincerely, |
| Chairperson |
| A/E Evaluation Team |
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| Purchasing Architect-Engineer Services |
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Sample Letter of Notification, Firm Selected for Interview

| UNITED STATES POSTAL SERVICE |
|--|
| Firm's Name |
| Firm's Address |
| Dear: |
| Subject: [Project name] |
| Your firm has been designated to be interviewed by the U.S. Postal Service Architect-Engineer (A/E) Evaluation Team for the proposed [project name] project. The interview, which was scheduled by telephone earlier, will be conducted in your office on [date], from [time] to [time]. Please have those consultants you propose to use, if any, present at the interview. |
| A copy of the form to be used by our team in evaluating your firm's qualifications, as you present them during the interview, is enclosed. Discussions will include, but will not be limited to, the criteria listed on the form and explained in greater detail on its reverse side. |
| It is prohibited to pay any fee, commission, percentage, or brokerage fee to any person or firm contingent upon, or resulting from, award of contract for this project. |
| To assist in the evaluation, I would appreciate receiving information about the following three projects listed in your submission. |
| 1. |
| 2. |
| 3. |
| Each project should contain the name and address of the project, the owner, and the general contractor. Also, please include the name and telephone number of a contact person representing each owner and general contractor. These contact persons should have direct knowledge of your firm's work on the listed projects. |
| Your listing of reference projects must be returned to me at the beginning of the interview. |
| This will be an interview to obtain further qualifications of your organization. You or your consultants must not make any public announcement of this interview. Until a contract has been awarded to the recommended firm, no announcement will be made. At that time, any announcement will be made by the Postal Service. |
| We look forward to meeting with your firm. |
| Sincerely, |
| Chairperson A/E Evaluation Team |

| Enclosures | | | |
|------------|--|--|--|

Sample Letter of Notification, Firm Selected for Interview Under Multiple CBD Listing (Page 1 of 2)

UNITED STATES POSTAL SERVICE

| Firm's Name Firm's Address | | | | |
|----------------------------------|----------------|--|-----------------------------|---|
| Dear | | <i>_</i> : | | |
| Subject: | [Project nam | ne] | | |
| | | ed to be interviewed b osed [project name] p | | Architect-Engineer (A/E) |
| [List all projects | for which the | e firm is being conside | ered.] | |
| Name | | Location | Size | Const. Cost |
| | | | | |
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| | | | | |
| | | | | in your office for approximately propose to use, if any, present at |
| during the inter | view, is enclo | | include, but will not be li | ations, as you present them mited to, the criteria listed on the |
| | | e, commission, percent d of contract for this p | | any person or firm contingent |
| To assist in the in your submiss | | would appreciate rece | eiving information about th | ne following three projects listed |
| 1. | | | | |
| 2. | | | | |

3.

Sample Letter of Notification, Firm Selected for Interview Under Multiple CBD Listing (Page 2 of 2)

Each project should contain the name and address of the project, the owner, and the general contractor. Also, please include the name and telephone number of a contact person representing each owner and general contractor. These contact persons should have direct knowledge of your firm's work on the listed projects.

Your listing of reference projects must be returned to me at the beginning of the interview.

This will be an interview to obtain further qualifications of your organization. You or your consultants must not make any public announcement of this interview. Until a contract has been awarded to the recommended firm, no announcement will be made. At that time, any announcement will be made by the Postal Service.

| We look forward to meeting with your | firm. | |
|--------------------------------------|-------|--|
| Sincerely, | | |
| | | |
| Chairperson | | |
| A/E Evaluation Team | | |
| Enclosures | | |

Form 5001, A/E Interview Form for Professional Services (Page 1 of 3)

| U.S. Postal Service A/E Interview Form for Professional Services | | Intervie | Interview Date | | | | INSTRUCTIONS | | | |
|--|---|---------------|-------------------------------|------|------|------------|--------------|-------|-------|--|
| Project Title and Location | | | Discipline (No. of Personnel) | | | | | | | |
| | | Est | Spec | Arch | Stry | Civil | Mech | Elect | Mechz | |
| Firm Nan | ne and Location (City and State) | | | | | | | | | |
| Principal | | | | | | | | | | |
| Consultar | nts | | | | | | | | | |
| | Evaluation Criteria | Max. Score | Mem- ber's Score | | (| Comments S | apporting So | core | 1 | |
| quali | erience itectural and engineering fications. Comparable building and e. References. | 20 | | | | | | | | |
| Com mana | gn Approach position of design team. Project agement, coordination, ning/scheduling. | 10 | | | | | | | | |
| C. Reso Adec | urces quacy of discipline and mitment. Workload. | 5 | | | | | | | | |
| Arch | eral Building Design Expertise itectural, HVAC, electrical, codes itions and computer aids. | 15 | | | | | | | | |
| Subs desig | ialized Building Design Expertise urface, seismic and foundation gn. Environmental concepts and gy saving design. | 10 | | | | | | | | |
| Accu | nating/Cost Control tracy of past performance. Value neering and life cycle costing. | 10 | | | | | | | | |
| | s and Specifications ity of design documents. | 5 | | | | | | | | |
| Expe admi | struction Expertise erience in construction nistration, in-house staff, resident neer, CPM | 15 | | | | | | | | |
| | t Space, organization, ekeeping. | 5 | | | | | | | | |
| and s | hanization Expertise (Complete score for mechanized projects,). Experience in design and truction. | 10 | | | | | | | | |
| K. Rema | arks/Judgment | 5 | | | | | | | | |
| Signature | e of Team Member | Date | Total Se | core | | Ranking | 5 | | | |

| l | 1 | | |
|---|---|----------------|--|
| | | (Maximum Score | |
| | | -100; with K | |
| | | -110) | |

Form 5001, A/E Interview Form for Professional Services (Page 2 of 3)

Form 5001 Instructions

Categories and points should be adjusted (with the contracting officer's approval) based upon specific project and/or contract requirements. Mechanization, environmental, and other specialized contracts will require specialized Forms 5001.

Each evaluation team member must complete an evaluation form for each firm interviewed, by making an objective appraisal of the firm's qualifications as they apply to the listed criteria. Award a relative number of points up to the maximum number shown, and total the points for each firm. State objective reasons supporting the Remarks/Judgment item. All items should be addressed.

When all firms have been interviewed, rank the total scores for each firm, in order, with the highest score ranked 1, the second highest score ranked 2, and so on.

The maximum attainable point score for projects with no fixed mechanization is 100. With fixed mechanization, the maximum score is 110. Where an item (such as Construction Expertise or Mechanization in small regional projects) is not applicable to the project scope of work, mark it N/A.

Complete evaluation forms in ink. Cross out any changes with a single line so that the original notation is still legible, then initial and date the change.

Evaluation Criteria

- A. <u>Experience</u>. Demonstrated architectural and engineering competence. Extent of specialization in design of projects of similar type and scope. Professional qualifications and reputation of principals and consultants. Quality of past performances on other projects and references. Examples of similar projects. Excellence in design.
- B. <u>Design Approach</u>. Organization of the design team for project control during design and construction. Method of furnishing services including project management, design team, coordination, planning and scheduling of the project. Background of personnel.
- C. <u>Resources</u>. Adequacy of disciplines and commitments of staffing to the project. Professional background of key personnel other than principals who will be assigned to the project. Capability of firms to sustain loss of key personnel without adverse affect on the project. General stability of the firm. If branch office, capability of performing independently of main office. Workload and estimate of volume of work which can be handled at one time.
- D. <u>Building Design Expertise</u>. General familiarity with the area in which the project is located and knowledge of local codes and conditions. Technical expertise and capability of architectural, structural, HVAC, electrical, and other disciplines in performing services for projects of similar size and scope. Use of computer aids in design and construction.

Form 5001, A/E Interview Form for Professional Services (Page 3 of 3)

- E. <u>Building Design Expertise Specialized</u>. Experience and capability in dealing with any special seismic, foundation, and subsoil conditions to be encountered. Experience in meeting environmental concerns. Experience in energy saving design, including both architectural and engineering applications.
- F. <u>Estimating and Cost Control</u>. Capability and past performance in meeting construction cost limitations, accuracy of estimates and adherence to design schedules over past 12 months. Experience in value engineering and life cycle costing.
- G. <u>Plans and Specifications</u>. Quality of design documents, legibility, organization, completeness and suitability for reduction. Use of appropriate drafting techniques such as photographic, computer or register drafting. CSI specification format.
- H. <u>Construction Expertise</u>. Experience in all phases of construction contract administration and capability of providing the necessary qualified and experienced personnel to properly satisfy Postal Service requirements during this phase of the project. Use of Critical Path Management.
- I. <u>Plant</u>. Physical adequacy of space, organization, and housekeeping for efficient and timely project delivery.
- J. <u>Mechanization Expertise</u>. (If Applicable) Experience and capability in design of materials and mail handling equipment having similar size and scope. Experience and capability in providing construction phase services for installation of mechanized equipment. Qualifications and experience of personnel to be assigned during the construction phase of the project.
- K. <u>Remarks/Judgment</u>. Evaluation and overall judgment of the firm's capability to perform project services. Evaluation of any abilities of unique advantage to the success of the project.

A/E Conflict of Interest Interview Questions

UNITED STATES POSTAL SERVICE

| Project/ | Location: | Date | |
|------------|---|---|-----------------|
| Firm Name: | | | |
| Location | n: | | |
| Α. | The following | g question was asked this firm during the interview: | |
| | Are you or an involved in a conflict of interest. | any member of your firm, or any of your consultants or participants in a any political, community, business, or other activity which could be consuterest or could create an appearance of a conflict of interest if your firm l/or their consultants, was awarded this contract? | strued as a |
| | Answer: | (Check One) YES: NO: | |
| | Name of resp | spondent for the firm: | |
| | If YES answe | ver is given, explain fully: | |
| | | | |
| B. | The following | g questions were asked this firm during the interview: | |
| | joint venture, | rson or firm been retained by your firm, or any of your consultants or pa e, for marketing services or to solicit or secure, or to assist you to solicidesign of this postal facility? | • |
| | YES | S: NO: | |
| | in a joint ven | or has your firm, or any of the consultants you will use for this project, on ture, agreed to pay any fee, commission, percentage, or brokerage fee gent upon or resulting from award of a contract for design of this postal | to any person o |
| | YES | S: NO: | |
| | | e answer to either question was YES, a copy of the contract was reque Will be mailed by Express Mail | sted and |
| Signod: | | | |
| Signeu. | | n, A/E Evaluation Team | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Firm | | |

Architect-Engineer Rating Summary Sheet

| Project: | Location: |
|----------|-----------|
| Date: | |

| Int #1 | In | t #2 | Int | #3 | Int | #4 | Aver | Final |
|--------|--------|-----------|---------------|-------------------|----------------------|--------------------------|--------|-------|
| | | | | | | | Rank | Rank |
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| | Int #1 | Int #1 In | Int #1 Int #2 | Int #1 Int #2 Int | Int #1 Int #2 Int #3 | Int #1 Int #2 Int #3 Int | Int #1 | |

Explanation of Scoring and Ranking:

- 1. The score is transcribed from each interviewer's interview sheets.
- 2. The rank is transcribed from each interviewer's interview sheets and is determined by score.
- 3. Average rank is the total of each rank for each firm divided by the number of interviewers.
- 4. Final rank is the rank ordering of the average ranks; the lowest average rank yields the highest final rank (first). The highest average rank yields the lowest final rank (last).

Reference Check Questionnaire

| Date: | |
|---|------------|
| Postal Service Project: | |
| A/E Firm/JV: | |
| Owner: Name: | Source: |
| Project: | Size/Cost: |
| Project on time? | |
| Project on budget? | |
| Any cost overruns? Why? | |
| Change orders due to A/E (errors and omis | esions)? |
| Key personnel readily available? | |
| Prompt response time? | |
| Decisiveness of responses? | |
| Reliability of consultants? | |
| Would you hire this firm again? | |
| Contractor: Name | Source |
| Constructability of design. | |
| Clarity, completeness of documentation. | |
| Responsiveness in shop drawings. | |
| Comments: | |
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A/E Selection Recommendations and Approval

| UNITED STATES POSTAL SERVICE | | | |
|--|---|--|--|
| Date: | | | |
| Our Ref: | | | |
| Subject: Architect-Engineer Evaluation for Professional Services | | | |
| To: [Approving Authority] | | | |
| Advertisement for professional Architect-Engineer (A/E) services for the subject project was made in the <i>Commerce Business Daily</i> . Subsequently, this selection was conducted by all designated members of the Postal Service A/E Evaluation Team in accordance with the Purchasing Manual and all other applicable Postal Service administrative procedures. | 9 | | |
| Interviews of (number) A/E firms were conducted on (dates). Each firm was evaluated, and the following slate of three firms is recommended, in order of preference, as being the most highly qualified to perform services for the subject project: | | | |
| 1 | _ | | |
| | _ | | |
| 2 | | | |
| | | | |
| 3 | _ | | |
| | _ | | |
| | | | |
| All of the above firms have been investigated to determine prior Postal Service regional or major facility experience. The findings of the investigation have been considered in the team's recommendation. Your approval is requested. | | | |
| Submitted: Date: | | | |
| Chairperson, A/E Evaluation Team | | | |
| Date: Date: | | | |

Issue 1, March 31, 1999 Updated With Revisions Through December 2001

Design and Construction Purchasing Practices Handbook

| (member) | (member) | | |
|-----------|----------------------------|-------|---|
| Approved: | Approving Authority [Name] | Date: | - |
| | Title | | |

Exhibit 4.4.2.e-35

Sample Request for Audit

UNITED STATES POSTAL SERVICE

To: Office of Inspector General [address]

We are requesting an audit of [A/E's name] (proposed) rate for an A/E contract. [If the contractor has a main office in another location, request an audit of that office; that is, overhead and work-hour rate for that office – not the whole company.]

The results of the audit should provide the details of the (proposed) labor and burden rates and audit comments applicable to the various elements of these rates. An example of the desired structure follows: base labor rate, wage increase factor, and total rate labor category. Also note that the report should not contain totals developed by applying the results of audits, rate(s) questioned or audit-determined, to proposed labor hours, and costs. Those extensions are being used by contractors to support their claims. This has occurred in instances where the contracting officer has reduced proposed amounts below audited amounts because of the application of technical data, such as the analysis of proposed direct labor hours.

In addition, advise us whether the fee proposal is consistent with the firm's pricing policy for similar design work.

Please deliver your report within 30 days from the date of this request. If this cannot be done, please contact the undersigned [insert phone number] to establish an acceptable due date.

The addressing and distribution of this letter to the OIG was coordinated on [date] with [name], OIG.

Contracting Officer

Enclosure (A/E fee proposal)

cc: Project Manager

Manager, Purchasing and Materials Service Center

Exhibit 4.4.2.e-70

Sample Award Letter for A/E Indefinite-Quantity Contract

| | UNITED STATES POSTAL SERVICE | | | | |
|--|---|--|--|--|--|
| CERTIFIED RETURN RECE | EIPT REQUESTED | | | | |
| Firm's Name | | | | | |
| Firm's Address | | | | | |
| Dear | : | | | | |
| Subject: | Award of Indefinite-Quantity Contract for A/E Services | | | | |
| | Area: Contract No.: | | | | |
| • | I to award an indefinite-quantity contract to you for professional A/E services and assistance tal Service for various postal projects in the general area of | | | | |
| This basic 1-year (2-year) contract is for a total cost not to exceed \$200,000. Individual projects, to be identified by the Postal Service, will be added incrementally to the contract in the form of work orders. Each request will be negotiated individually on the basis of the rates shown on the Rates & Compensation Schedule, Clause FB-266, of this contract. The total of all work order requests will not exceed the amount specified for the basic contract. Future options for renewal will be in accordance with the terms of the basic contract. Enclosed are additional work order sheets for your use. | | | | | |
| Contract administration and contract payments will be under the direction of the project manager assigned to each work request project at the | | | | | |
| Please sign and date the Postal Service original and the A/E original of the enclosed indefinite-quantity contract. Return the original to this office, Attention: [name]. Retain the A/E original for your records. | | | | | |
| Sincerely, | | | | | |
| | | | | | |
| Contracting Offi | cer | | | | |
| Enclosures: A/E original contract documents | | | | | |

Purchasing Architect-Engineer Services

Exhibit 4.4.2.e-81

Notice to Unsuccessful Offerors

| UNITED STATES POSTAL SERVICE | | | | | | |
|--|---|--|--|--|--|--|
| Firm's Name Firm's Address | | | | | | |
| Dear | . | | | | | |
| Subject: | Facility(ies): Project(s): | | | | | |
| | ngineer firm of [name of firm] has been selected to provide professional services for the sign or indefinite-quantity] contract(s). | | | | | |
| Your submissio SF 255 along w | We want to thank you for your efforts in presenting your qualifications during the interview in your office. Your submission will not be retained. To be considered for future Postal Service projects, submit another SF 255 along with an SF 254 for your firm and any associated consultants in response to advertisements of Postal Service projects. | | | | | |
| | to maintain a copy of SF 254 on file. In this case, please send a separate SF 254 which we ne year. At that time it must be updated and resubmitted. | | | | | |
| Architect-Engineer services will be needed in the future. We hope you will continue to submit your qualifications for projects of interest to your firm. | | | | | | |
| Sincerely, | | | | | | |
| | | | | | | |
| Chairperson A/E Evaluation | Team | | | | | |
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| Purchasing Architect-Engineer Services |
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Exhibit 4.4.2.e-83a

Memorandum to the Record

| UNITED STATES POSTAL SERVICE | |
|--|--|
| Date: | |
| Our Ref: | |
| Subject: | A/E Debriefing, Firm: Facility/Project: Date and Time of Meeting: |
| | Memorandum To The Record telephone () in person () debriefing was conducted for the firm of, represented byin regard to the A/E are referenced project. |
| The following checked information was provided: Number of firms applying. Number of firms interviewed. Names of the slate of three firms and ranking (1, 2, 3). Final scores and ranking of the firm, without giving names of team members. At the request of the firm, each individual score under every category for the firm being debriefed only, without identifying names of the team members. Comments: | |
| _ | , A/E Evaluation Team) |

| | Purchasing Architect-Engineer | Services |
|--|-------------------------------|----------|
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Exhibit 4.4.2.e-83b

Freedom of Information Act Release Guidelines

Freedom of Information Act Release Guidelines

| | Documents or Information | Action Under 5 USC 552 |
|-----|--|---|
| 1. | Purchasing Manual and published Facilities Bulletins on Architect-Engineer selection and purchasing. | Yes, may be released at any time. |
| 2. | Request to initiate selection activity and/or announcement in the Commerce Business Daily. | Yes, may be released at any time. |
| 3. | Completed Forms 254 and 255. | No |
| 4. | Names of firms that requested consideration. | Yes |
| 5. | Number of firms that requested consideration. | Yes |
| 6. | Names of evaluation team chairman and members. | Yes |
| 7. | Preselection criteria. | Yes |
| 8. | Prescreening architect-engineer data and selection evaluation sheet(s). | No, except that the requesting firm may be advised of the reasons for its nonselection. |
| 9. | Minutes of prescreening by evaluation team. | Yes |
| 10. | Names of firms selected for further consideration. | Yes |
| 11. | Team notes of items for consideration at either preselection or interview. | No |
| 12. | Interview schedule. | Yes |
| 13. | Interview notifications. | Yes |
| 14. | Conflict of interest statement. | Yes |

Exhibit 4.4.2.g-30 **Summary of Limitations on Indefinite-Quantity A/E Contracts** (Page 1 of 2)

INDEFINITE-QUANTITY CONTRACTS ARCHITECT/ENGINEER SERVICES LIMITATIONS

- 1. Indefinite-quantity contracts for A/E services only can be issued and modified by a Facilities Service Office, the Major Facilities Office (Headquarters), or the Major Facilities Purchasing Office.
- 2. These offices will issue authority to contracting officers (COs) in other offices (Districts, Plants, etc.) to place work orders against the IQC contract. The authority to place work orders cannot exceed that contracting officer's warrant authority, but could be for less.
- 3. These offices may not issue, to those same offices, Administrative Contracting Authority (ACO) or redelegate the purchasing authority for the IQC contract itself, in any way.
- 4. Contracting officers receiving authority to place work orders, may not issue modifications to work orders where the total work order would now exceed their work order authority (see #2 above).

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Contract Limitations

Office

\$ Limits

Work Order Districts and Plants As set by CO

issuing contract

(see #2 above)

Work Order MFP, FSO, HQ. Fac. Ofc. \$ 250,000

Minimum work order amount \$ None

Basic Terms and Renewal Options:

One-year or two-year basic term with 1-year renewal options. Not to exceed five years total duration.

Minimum work to be ordered under contract \$ 5,000

Total Contract Limit \$2,500,000

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| Contract Limitations | <u>Office</u> | <u>\$ I</u> | <u>Limits</u> |
|-----------------------------|-------------------------|-------------|---------------|
| Work Order | Districts and Plants | \$ | N/A |
| Work Order | MFP, FSO, HQ. Fac. Ofc. | \$ | 250,000 |
| Minimum work order amount | | \$ | None |

Basic Terms and Renewal Options:

One-year or two-year basic term with 1-year renewal options. Not to exceed five years total duration.

Minimum work to be ordered under contract \$ 5,000

Total Contract Limit \$5,000,000

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Exhibit 4.4.2.g-30 **Summary of Limitations on Indefinite Quantity A/E Contracts** (Page 2 of 2)

INDEFINITE-QUANTITY CONTRACTS ARCHITECT/ENGINEER SERVICES LIMITATIONS

(Continued)

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| Contract Limitations | <u>Office</u> | \$ Limits |
|----------------------|----------------------|--------------|
| Work Order | Districts and Plants | As set by CO |

issuing contract (see #2 above)

Work Order MFP, FSO, HQ. Fac. Ofc. \$250,000

Minimum work order amount \$ None

Basic Terms and Renewal Options:

One-year or two-year basic term with 1-year renewal options. Not to exceed five years total duration.

Minimum work to be ordered under contract \$ 5,000

Total Contract Limit \$5,000,000

Exhibit 4.4.2.g-47

Sample Work Order Log

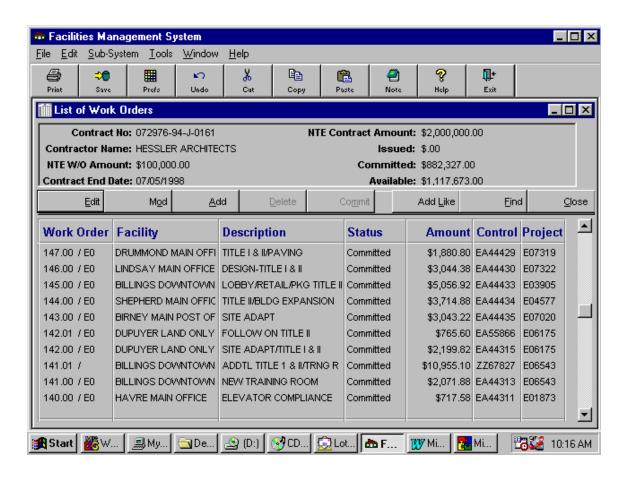


Exhibit 4.4.2.g-51

Format for Recommending A/E Indefinite-Quantity Contract Renewal

| UNITED STATES POSTAL SERVICE | | | |
|--|--|--|--|
| Extension of A/E Indefinite-Quantity Contract | | | |
| Contract No. | | | |
| [Address to Approving Authority] | | | |
| In accordance with Handbook P-2, 4.4.2.g-51 (chapter 4A), which permits exercising options for renewal of A/E indefinite-quantity contracts, the [requesting office] has carefully reviewed the past work and performance of the following firm: | | | |
| [A/E firm's name]. | | | |
| The original contract was awarded on [date]. It has been extended [number] times. As of the current date, the amount of the work issued totals \$ [amount]. | | | |
| The firm has been very cooperative and responsive to Postal Service needs and is familiar with Postal Service standards and procedures. The continued use of this firm will assist our office by helping reduce administrative costs. It is, therefore, recommended that the above firm be granted a one-year extension to the current A/E indefinite-quantity contract. | | | |
| Comments: | | | |
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |
| Signed: | | | |
| Responsible Official | | | |
| | | | |

| Purchasing | Architect- | -Engineer | · Services |
|------------|------------|-----------|------------|
| | | | |

Exhibit 4.4.5.d-11

CMSSC Contract Limitations

INDEFINITE QUANTITY CONTRACTS CONSTRUCTION MANAGEMENT SUPPORT SERVICES CONTRACT LIMITATIONS

- 1. Indefinite-quantity contracts for CMSSC can only be issued, used, and modified by a Facilities Service Office, the Major Facilities Office (Memphis), or the Major Facilities Purchasing Office.
- 2. Contracting officers receiving authority to place work orders, may not issue modifications to work orders where the total work order would now exceed their work order authority.

TYPE OF SERVICE: CONSTRUCTION MANAGEMENT SUPPORT SERVICES CONTRACTS

| Contract Limitations | <u>Office</u> | \$ Limit | S | |
|---|------------------------------|----------|-----|-------|
| Work Order | MFP, MFO, FSO, HQ. Fac. Ofc. | | COL | imit |
| Minimum work order amount | | \$ None | 2 | |
| Basic Terms and Renewal Options: | | | | |
| One-year or two-year basic term with 1-year renewal options. Not to exceed five years total duration. | | | | |
| Minimum work to be ordered under | er contract | | \$ | 5,000 |
| Total Contract Limit LIMIT** | | | @ C | 0 |

**May not exceed \$9,500,000

@ CO LIMIT - This is the contracting officer's authority issued to a contracting officer by Major Facilities Purchasing for design and/or construction.

Exhibit 4.4.5.g Sample Construction Management Support Services Contract CBD Notice

UNITED STATES POSTAL SERVICE

U.S. Department of Commerce Commerce Business Daily P.O. Box 5999 Chicago, IL 60680-5999

- 1. P!!
- 2. 0826!!
- 3. 98!!
- 4. 1800!!
- 5. 94099-0320!!
- 6. R!!
- United States Postal Service, Purchasing and Materials Service Center, San Bruno Facilities Service Center, 850 Cherry Avenue, 3rd Floor, San Bruno, CA 94099-0320!!
- 8. R-Construction Management Services for the Western Regional States!!.
- 9. 059984-98-A-0081!!
- 10. 093098!!
- 11. Contact John Fraher, Purchasing Specialist, Senior; 415/742-4229!!
- 12. N/A!!
- 13. N/A!!
- 14. N/A!!
- 15. N/A!!
- 16. N/A!!
- 17. The United States Postal Service desires to contract for an annual term contract for services to be provided under work groups defined as follows: Work Group I, provide total construction management support services for facility design and/or construction projects. Work Group II, provide all services in connection with architectural/engineering surveys and studies, and analysis and/or defense of claims. Term contract will consist of individual work orders issued under a basic agreement for one or more of the work groups defined above. Two one-year extensions of the basic one-year term contract are possible. The location of the facilities can be anywhere within the jurisdiction of the San Bruno Facilities Service Center which consists of the thirteen (13) Western States. Responses are desired from prime construction management firms or from construction management firms joint venturing with other firms able to provide experienced and qualified personnel and the services required. Interested organizations are expected to satisfy requirements by utilizing existing personnel within their organizations. Construction management experience, staff and performance on previous projects will be utilized in the selection and evaluation process. Conflict of interest: The successful contractor for this purchase shall not offer, accept an offer for or provide, either directly or through a subsidiary or parent company, any other labor, materials or services, except as provided by Work Orders. Merger or affiliation to any degree by the Basic Agreement Contractor with firm under contract for the Architect-Engineer services or for construction work of a facility identified in a work order issued under this agreement may be grounds for immediate annulment of this contract. Participation by minority-owned and woman-owned firms is encouraged. Firms desiring to perform services described are invited to submit their technical and cost proposals by September 30, 1996. Requests for a solicitation package shall be requested from: John Fraher, Purchasing Specialist, Senior, Purchasing and Materials Service Center (FSC510), San Bruno Facilities Service Center, U.S. Postal Service, 850 Cherry Avenue, 3rd Floor, San Bruno, CA 94099-0320. Requests should specify the solicitation number assigned to this RFP. Offers will not be publicly opened. The Postal Service reserves the right to reject any or all offers. The number of

Design and Construction Purchasing Practices Handbook

proposals received, the identity of the offerors, the amount of any offer or the relative standing of offerors will not be disclosed.*****

Exhibit 4.4.5.g-50

Reference Check Questionnaire

| Date: | |
|----------------------------------|------------|
| Postal Service Project: | |
| Firm/JV: | |
| Owner Information: Name: | Source: |
| Project: | Size/Cost: |
| Project on time? | |
| Project on budget? | |
| Any cost overruns? Why? | |
| Key personnel readily available? | |
| Prompt response time? | |
| Decisiveness of responses? | |
| Reliability of consultants? | |
| Would you hire this firm again? | |
| Comments | |